Tip 044:
Searching for Empty E-Folders

Primary Audience: Information Workers

Purpose: These steps will generate a list which can be used to encourage staff to keep up with their filing, to minimize the number of empty folders in your records management system, and encourage staff to keep up with their filing.

1. From the Search tab, select Records and then Find Records.
2. On the Search for Records popup, select the Search tab:
   a. In the Search By field, click the blue folder.
b. On the **Search Methods** popup, select the **Alphabetical** button, scroll down to **Has Contents** and select it.

c. Click **OK**. Your search window will now have **hasContents** as a search criterion.
d. Click **NOT**. Your search criterion will now be **not hasContents**. This will return all records that do not have contents.
3. If desired, add additional search criteria to refine your search to make your list more targeted. Select a specific classification, or a Record Number range, or a date range.

To include folders in the current Calendar or Fiscal Year:

a. Click New.

b. From the Search By dropdown, select Date Registered.

c. From the Enter a date and optionally a to date for a range search fields:
   
   - Select Matching from the dropdown
   - Select the beginning of the Calendar/Fiscal Year from the first date picker.
   - Select the end of the Calendar/Fiscal Year from the [And Up Until] date picker.
4. Select the Record Types tab. It displays a list of all the Record Types you have access to:
   a. Right click anywhere in the tab and select Untag All. This deselects all the Record Types listed.
   
<table>
<thead>
<tr>
<th>Tag All</th>
<th>Ctrl+A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Untag all</td>
<td>Ctrl+U</td>
</tr>
<tr>
<td>Invert all tags</td>
<td></td>
</tr>
<tr>
<td>Tag Every</td>
<td></td>
</tr>
<tr>
<td>Untag Every</td>
<td></td>
</tr>
</tbody>
</table>

   b. Select the e-folder type you want for your search. **Make sure you limit your search to folders** – do not include documents.

5. Click **OK**.

6. EDRMS Content Manager will return a list of e-folders:
   - That do not have contents – that is to say, are empty folders
   - That optionally, match the other criteria you entered, e.g. were registered during the Calendar or Fiscal Year, or have a specific Classification, etc.
   - That are of your specified Record Type

7. Sort the search results in a way that will help you manage the folder list. You can sort by Record Type, by Record Number, by Date Registered, etc.

8. The next step is to create a list, or a series of lists, of these folders.
   a. Select **Tag All**.
EDRMS CONTENT MANAGER

b. Right click and Send To.

c. Select Print Report.

d. Select an appropriate report such as GOV ALPHABETIC FOLDER LIST or GOV NUMERIC FOLDER LIST. Select Printer or print to PDF.

   - You can also create an EDRMS Content Manager reference for the list of empty folders and attach it to an email. An Optional title you might add could be: Do you have anything to file into these empty folders?
   - You can also create a User Label for the Search Results and print the list from the User Label.

e. Circulate the reports or attach the PDF or EDRMS Content Manager Reference to an email and ask staff to file any relevant electronic documents.